



OTC Student Return Guide

Welcome Back!

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Welcome Back Students!

- From the entire Orleans faculty and staff, we are glad to see you back! The past few months have been difficult for everyone for numerous reasons and we, as a community, will continue to work through this difficult situation. In response to the unprecedented pandemic, Orleans has made changes and updates to the school's policies and procedures, outlined in this document, with the safety and health of students, faculty, staff, and the entire Orleans community at the forefront. We ask for your patience as we navigate this new reality together. Be flexible, open to change, be empathetic, and communicate thoroughly. Communication with your instructor and student success advisor is important. Resources for students that may benefit are listed at the end of this document. Be a champion for all of your classmates so that we can all move forward to your success together!

PPE And Sanitation

- Individuals are responsible for maintaining a minimum of 6 feet of distance between themselves and any other individual while inside the building and on campus. Please follow social distancing signs and markers placed throughout the building.
- Anyone entering the building will be required to wear a cloth face covering to cover their mouth and nose.
 - The mask must be worn when in the presence of other people inside the building, allowing for reasonable exceptions, such as eating and drinking.
 - Individuals will use their own PPE (face coverings and, if you choose, gloves) and are required to bring a face covering each day.
 - Face coverings must completely cover an individual's mouth and nose.
 - Any reasonable face covering may be acceptable, but the college reserves the right to identify inappropriate coverings, including, but not limited to, offensive designs or prints on the covering.
 - Staff, faculty, students, and guests wearing face coverings deemed inappropriate by the college must change their face covering.
 - Face coverings may not contain long, loose elements that may cause a safety hazard. Strings and ties to secure the cloth face covering must be secured to prevent unsafe conditions.
- Students will sanitize shop equipment to be used in class before, during, and after class. Sanitation is a shared responsibility.
 - Method of sanitation includes spraying the shared tools and equipment with sanitizing spray and wiping it with a paper towel.
- Trash collection in the classroom will occur once in the daytime and once in the evening. Students are responsible for removing classroom trash and disposing it in the appropriate dumpster or recycling bin.
- Interior doors will remain open wherever possible and to the greatest extent to reduce the amount of contact necessary to navigate throughout the building.
- Individuals should wash hands often with soap and water for at least 20 seconds or use hand sanitizer by covering all surfaces of your hands and rub them together until they feel dry.
- Maintain distance from others (at least 6 feet).

- Use a tissue or the inside of the elbow to cover the mouth and nose when coughing or sneezing. Throw used tissues in the trash. Immediately wash or sanitize your hands.
- Any sanitation concerns in the building should be brought to the attention to staff or faculty, who will notify facilities through the e-mail ticket system.

Entrance and Exit Policies

- Staff, faculty, students, and visitors may *only* enter through the main doors in the atrium.
- **The trades wing doors may only be used as an EXIT.** No one will be permitted admittance to the building through the trades wing doors.
- Maximum room capacities will be posted outside of each room and must be adhered to.
- On a daily basis, staff, faculty, students, and visitors will be screened for temperature and must complete an attestation to having no symptoms of or contact with the COVID-19 virus.
 - Anyone who has a fever at or above 100.4 degrees Fahrenheit or who does not pass our screening questionnaire will be sent home and instructed to contact their physician. The individual should monitor his or her symptoms and call a medical provider or use telemedicine if concerned about the symptoms.
 - Someone sent home can return to the school when:
 - He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
 - At least ten (10) days have passed since the symptoms began; AND
 - Has a return to work note from a physician.
 - The individual may return to the school earlier if a medical provider confirms the cause of the individual's fever or other symptoms is not COVID-19 and releases the individual to return to work or school in writing.
 - In advance of returning to the school, students who feel well enough and who are able to work remotely, should.
 - This should be discussed with the student's instructor and student success advisor.
 - **NOTE: Communication of your situation with your instructor and/or student success advisor is essential.**

General Social Distancing Policy

- All individuals in the building are expected to maintain 6 feet of distance between themselves and any other individual as much as possible.
- As a community, each individual is responsible for their own safety and the safety of others in the building.
- Students are expected to follow the instruction of staff and faculty for maintaining appropriate social distancing whenever on campus.
- Students, staff, and faculty are encouraged to wash their hands often and use disinfectant, whenever possible.
- Cover coughs or sneezes with sleeve or elbow, not hands.

- Handshaking is discouraged; the use of head nods, hand waves, or other friendly gestures should be used instead.
- Instructional signage will be placed throughout the building. Please be aware of signage information and follow instructions.

Traveling Throughout the Building

- All individuals in the building are expected to maintain 6 feet of distance between themselves and any other individual as much as possible while traveling throughout the building.
- Students, staff, and faculty are not permitted to congregate in areas including, but not limited to, the hallways, Atrium, venditerias, parking lots, etc.
- Movement in the building should be minimized.
- Individuals should wash hands often with soap and water for at least 20 seconds or use hand sanitizer by covering all surfaces of your hands and rub them together until they feel dry.
- Hallways must be clear. Items and materials may not be kept in the hallways.
- After the conclusion of class, students should exit the building and not congregate in the classrooms, hallways, or parking lots.
- Students should take their books and tools home each day. This will allow students to have access to their books and tools in the event of the need to self-quarantine or another required closure.

Work Areas

- Students must sanitize their work area prior to beginning their tasks utilizing sanitizing spray and a paper towel or a sanitizing wipe. Students must sanitize their work area prior to beginning their tasks.
- Students are responsible for ensuring their work area is clean and sanitized after completing their tasks.
- Clean shared tools between use.

Elevator

- Use of the elevator to the second floor of the administrative building should be limited to those who are unable to take the stairs.
- Only one individual is allowed in the elevator at any one time.

Bathrooms

- Non-private bathroom areas are restricted to a maximum of two individuals per bathroom. If a bathroom contains two individuals, others must wait outside the bathroom, at least 6 feet apart, until there is fewer than two individuals in the bathroom.
- Individuals must wash their hands thoroughly after using the bathroom.

Venditeria

- Social distancing guidelines apply in the venditeria and during scheduled break times while on campus.
- Do not share utensils.

- Seating in the venditeria will be arranged to promote social distancing.
- Students are encouraged to sanitize any surfaces used for eating prior to using the surface.
- Students are responsible for cleaning and sanitizing their space after they are done.
- Vending machines, refrigerators, microwaves, and coffee pots will not be operational, so please plan accordingly.
- In accordance with the JEVS plan, refrigerators, and coffee machines will be closed until further notice. This includes these items inside of classrooms and individual offices. Individuals may bring food in a temperature-controlled bag (e.g. a bag with an ice pack to keep food cool), so please plan accordingly.

Water Fountains

- Water fountains will not be operational; water will be supplied by JEVS Human Services.
- Sharing of water bottles is discouraged.

Infection/Illness

- Keeping students safe is our priority.

Screening Protocols

- All students reporting to school will be screened, including having their temperature taken.
- Students should report to the main entrance in the atrium, which is the designated screening area, upon arrival at school and prior to entering any other areas. Please maintain social distancing protocols while waiting for the screening.
- Students will be screened using an infrared thermometer and answer screening questions related to COVID-19 symptoms.
- Any student who has a fever at or above 100.4 degrees Fahrenheit or who does not pass our screening questionnaire will be sent home and instructed to contact their physician. The student should monitor his or her symptoms and call a medical provider or use telemedicine if concerned about the symptoms.
- A student sent home can return to the school when:
 - He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
 - At least ten (10) days have passed since the symptoms began; AND
 - Has a return to school note from a physician.
 - A student may return to school earlier if a medical provider confirms the cause of a student's fever or other symptoms is not COVID-19 related and releases the student to return to school in writing.
- In advance of returning to school, students who feel well enough and who are able to work remotely, should do so and discuss this option with their instructor.
- **A student who experiences fever and/or any known COVID-19 symptoms while home should not report to school. Instead, the student should contact his or her instructor and student success advisor. Communication is essential.**

COVID-19 Exposure and Confirmed Illness Protocol

- If the school determines that a class has had a possible case of COVID-19 exposure or have had close contact with a confirmed COVID-19 case, the school will instruct the class to stay home and self-isolate for 14 days after their last contact with the case, even if they do not develop symptoms. Close contact is defined as:
 - Being within approximately 6 feet of a COVID-19 case for a prolonged period (10 minutes or longer)
 - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- Students who must stay home and self-isolate should work from home to the extent that they can.
- Students who were in the same indoor environment with a COVID-19 case, but do not meet criteria for a close contact should self-monitor for symptoms for 14 days after their last contact with the case and isolate if symptoms develop.
- Students who have had contact with someone who has been exposed to a case or possible case are not required to isolate unless that person develops symptoms or is diagnosed with COVID-19.

Student Policies

Student Arrival and Classroom Expectations

- Arrival times will be staggered to prevent an influx of individuals entering the building at any one time.
- Students are expected to arrive at the college on time during their scheduled arrival time.
- All individuals must be screened to be granted access to the building.
- All individuals entering the building will be screened as described in the “**Entrance and Exit**” section above.
- Students are expected to bring and wear a cloth face covering while on campus, as described in the “**PPE and Sanitation**” section above.
- Students are expected to follow the instruction of faculty and staff while on campus and in the workshops.
- Students are responsible for cleaning and sanitizing their work area at the conclusion of their project/ task/ class.
- Proper PPE must be worn at all times, including a cloth face covering.

Attendance Policy

- Orleans Technical College is adjusting its attendance policy to accommodate the situation caused by COVID-19. Students are responsible for completing all assignments and tasks.
- Attendance for each class will be taken daily.
- Students who must self-quarantine because of suspected contact of the virus will be given assignments to complete while in quarantine. Instructors will be available at defined times for students to contact and discuss questions, etc.
- Students who contract the virus must not report to Campus and should notify their student success advisor and instructor.

- Attendance policies limiting the amount of absence to 25% of the total program, 30-day attendance probations, and missing 7 consecutive school days will be suspended. Students should attend class regularly and complete all assignments, while continuing to follow guidelines for controlling the spread of COVID-19 (e.g. staying home if you are experiencing symptoms of the virus, believe you have been in contact with the virus, etc). Students are responsible for completing all assignments and, if applicable, scheduling time to complete missed hands-on tasks and tests.
 - **Communication from students to the school is essential.**
 - **Orleans must terminate a student who does not contact the school by the 14th calendar day from their last day of attendance and communicate their intention to return.**
 - If a task or test is missed, the student will be given a grade of “I.” As stated in the school catalog: “An ‘I’ for incomplete may be given for specific courses when a student has work or tests to make up. Incomplete work must be made up within 12 calendar days of the date the grade of ‘I’ is assigned. Failure to meet this requirement will result in a grade of ‘F’ for the task, assignment, or test.”
 - Students are required to pass all classes to remain enrolled in their program. Students that receive a failing grade for a *class* will be terminated for academic failure.
 - Extensions to the 12-calendar day make-up deadline may be requested due to COVID-19 related hardships. Requests for an extension should be made in writing and submitted to the Academic Affairs Director and must be accompanied by official documentation of the COVID-19 related incident that caused the hardship.
 - If a COVID-19 related incident was the cause of the “F”, the student may submit a request in writing to the Academic Affairs Director accompanied by official documentation of the COVID-19 related incident that resulted in the grade of “F” for the task or assignment. The student will work with the Academic Affairs Director and instructor to establish a make-up plan to improve the grade of “F”.
 - If a student receives an “F” as the overall grade for any course, they will be terminated from the program for academic failure.

Schedules

- The school may implement staggered scheduling for class start and end times, lunch break, etc. Faculty, staff, and students must adhere to these schedules to minimize traffic in the common areas.

Recording Attendance and Grades

- Attendance will be taken at the beginning of each class and after each lunch break by roll call from the instructor.
- Students arriving late are responsible for notifying the instructor of their arrival time.
- Students needing to depart early are responsible for informing the instructor.
- At regular intervals, instructors will prepare a copy of the student’s new grades and provide the student with a copy for the student to sign as acknowledgement that the grade has

been communicated to them. The student will place the sheet in a container that will sit for at least 24 hours before the instructor provides the container to clerical for scanning.

Visitor Policy

- All visitors must make an appointment prior to entering Orleans Technical College.
- Visitors may only enter and exit through the main Atrium entrance.
- Visitors entering the building will be screened for temperature and must complete an attestation to having no symptoms of or contact with the COVID-19 virus.
- A cloth face covering must be worn through the duration of their visit.
- Visitors should use hand sanitizer or wash their hands when entering the building.
- Visitors will check in at the front desk and be directed by front office staff to the waiting area.
- Visitors will be advised to keep a minimum of 6-feet of distance between themselves and others, including while waiting for their appointment/host.
- Visitors may only go to areas of specific interest related to their purpose of visiting.
- The visitor's sponsor is responsible for communicating and reinforcing the school's social distancing and safety policies.
- Visitors, including new applicants, must schedule an appointment prior to coming to the building.

Common Practices

- Meetings and conversations will follow social distancing guidelines and will occur in areas where there is a minimum of 6 feet of distance between parties.
- Phone calls and video conferencing may be used, when possible, in lieu of an in-person meeting.
- Job placement services will continue for students and graduates in appropriate capacity; large meetings and gatherings are currently suspended.

Education/ Lesson Delivery Methods

- Orleans Technical College's courses are heavily focused on hands-on training. Hands-on training will continue to occur with safety as a top priority.
- Where possible and appropriate, Orleans Tech may use technology to deliver theory-based lessons to students, including but not limited to camera/video demonstrations inside of the classroom, lectures through a meeting or media platform where students are off-campus, and other digital assignments.
- Should the school need to close for in-person instruction at a later date due to a resurgence of the virus, the College may implement a plan for theory portions of courses to be delivered through distance education to keep students engaged in their course of study and making academic progress.
- Safe distancing should be used in the shops to the greatest extent possible. Tasks or instruction that require interaction closer than 6 feet of distance are permissible at the direction of the instructor and only for the specific task. Cloth face coverings must be worn.
- Field trips are suspended until further notice.

Resources

- [Aunt Bertha](#)
 - www.AuntBertha.org

- Aunt Bertha's network connects people seeking help and verified social care providers that serve them.
- [JEVS COVID-19 Community Resource Guide](#)
 - <https://www.jevshumanservices.org/covid19-helpful-resources/>
 - A listing of links and resources from Orleans' parent company, JEVS Human Services
- [Orleans Technical College Homepage](#)
 - www.OrleansTech.edu
- [CDC – Cloth Face Coverings](#)
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>